

News From Facilities Planning

Division of Facilities Management
Department of Administration,
State of Kansas

January 1, 2010

General information

1. DFM is encouraging everyone to use less paper and welcomes any ideas for changes in procedures from paper to electronic format.
2. Unless otherwise approved, the distribution of bid documents will be through the on-line plan room, IDT. To reflect this change, Chapter 14a was deleted and all information contained in that chapter was moved to Chapters 13 and 14.
3. To reflect the policy of using less paper, only one paper and one electronic copy of the code footprint will be required.
4. SBAC submittals are one paper copy and one .PDF on CD/DVD.
5. With changes coming to the website all references to our website are not to individual pages, but to the Facilities Planning, Design & Construction main page www.da.ks.gov/fp/.
6. Documents on this page noted as (.docx or .xlsx) are saved in Microsoft Office 2007 Word and Excel. All these documents are backward compatible with the Microsoft Office 2003.

Chapter 2 – Owner’s Responsibilities

- Clarified, reorganized and updated information.

Chapter 3 - Glossary

- Added Definitions for Bid Documents, Contract Documents, DFM Inspector, Occupancy, Owner’s Representative, Partial Occupancy, Project Completion, Record Documents (formerly As-Builts), and Substantial Completion. Deleted Construction Observer & DFM Code Inspector.

Chapter 4 – Nominations for Professional Design Services

- Further defined use of the new professional SOQ forms.
- Reduced the proposal submittal from 5 paper copies to 1 paper copy.
- Late proposals will not be delivered to the SBAC.

Chapter 5 – Selection of Project Architect or Project Engineer

- Further refined the negotiation committee’s role and responsibilities.
- Added to the AE services list and modified the Fee Negotiation Checklist
- Added info on electronic seal/signature from the Kansas State Board of Technical Professions website.

Chapter 7 – Building Code and ADAAG Reviews

- Approved Code Footprints that are revised during construction must be resubmitted with a revision date and must be approved before Occupancy is granted.
- The project architect/engineer must **resolve** all code comments before beginning construction documents.
- One paper copy along with one electronic copy of the fire alarm and sprinkler shop drawings will be sent to DFM for approval.
- Graphic Standard Legend has been revised.

Chapter 8 – Unrestricted Capital Improvement Project Requirements

- Compensation to the project architect/engineer has been modified to reflect actual practice.

Chapter 9 – Restricted Capital Improvement Project Requirements

- Updated procedures to reflect actual practices.

Chapter 13 – Construction Documents

- Major overhaul. Moved requirements for the electronic plan room from Chapter 14a to this chapter and further elaborated on the deliverables expected from the project architect/engineer.
- Deleted unnecessary information and clarified procedures throughout the chapter.

Chapter 14 - Bidding

- Moved Electronic Plan Room requirements from Chapter 14a into Chapters 13 and 14.
- Updated numerous procedures.
- Added requirements for the electronic submissions.

Chapter 15 – Contractor Pre-qualification

- Clarified procedures for the Contractor Pre-qualification program.

Chapter 16 - Construction Administration

- Clarified DFM inspections.
- Updated electronic requirements for post-construction services.